

2001 Project Planning Template

General comments:

- Completed project plans will be used to determine whether a proposed project falls within the scope of our needs for 2001. Please provide appropriate detail.
- The planning template is best viewed in "Page Layout" view (found under *View* menu) with table gridlines hidden (found under *Table* menu).
- In order to allow for spell checking, the project plan template has **not** been "protected." Please try to adhere to space constraints.
- A project plan should be completed for any project you want to propose to work on in 2001. Activities are **not** captured on these sheets.
- Projects initiated in 2000 on which you propose to continue work in 2001 should be captured in a project sheet. As long as there is some indication that the project is a continuation of 2000 work, it is only necessary to list those milestones/target dates that will be completed in 2001 or after.
- Since the Planning Template is not protected, users will need to double-click on check boxes to activate/deactivate. After double clicking, select "checked" or "not checked" under the *Default Value* option as appropriate.

Publications/Poster Presentations:

- If a poster presentation and/or publication manuscript is anticipated during a proposed project, please indicate this in the listed deliverables. Milestones for anticipated presentation date (poster) and/or submission date (manuscript) should be included in the project plan.

Resources:

- The project leader should be included in the resource allocation.
- Resources listed should include an approximate percentage of time anticipated on the proposed project. The following table can be used for reference purposes:

1% =	20 hours =	2.5 days
5% =	100 hours =	12.5 days
10% =	300 hours =	37.5 days
20% =	400 hours =	50 days
25% =	500 hours =	62.5 days
- Where possible, resource assignments should be individuals, not groups or departments.